

APPLICATION FORM

Natural Resources Environmental Coordinator

Permanent

Personal Details:

Date:	
Name:	
Address:	
Contact Number:	
Alternative Contact Number:	
E-mail Address:	
Date of Birth:	
Gender:	
Salary Expectations:	
Motivation for applying for role:	

Application Form:

This application form consists of three sections.

- Section one. This consists of four key competencies (behaviours) for the role. Please rank these 1 to 4 in order of relative strength for you, providing evidence of this from some past experience where you believe you have demonstrated them well. Please note that you must have one 1 one 2 one 3 and one 4.
- Section two. We are looking for someone with a particular set of specific knowledge, skills, and experience. Again, you are asked to identify on a scale of 1 - 10 (10 being the highest) on each of the three areas below, and provide an example(s) of when you have demonstrated this in the past (i.e. in work/personal/education setting).
- Section three. This is an administrative section where you need to identify people who can provide references for you and also provide your authority to carry out criminal history checks. It also tells you where to send your application and the closing date for this position.

Please complete all three sections using extra pages if necessary.

Section One

As part of your application please rank these competencies (sets of behaviours) from 1 to 4 in **order of relative strength for you**, providing evidence of this from some past experience where you believe you have demonstrated them well. This is to allow us to get an indication of which is your **relative** area of strength.

Competency	Ranking (1 lowest – 5 highest)
<p>Team Contribution</p> <ul style="list-style-type: none"> • Contribute significantly to the ongoing development of a high performing team • Contribute to the establishment of strong stakeholder/customer and solutions focused culture • Work with team member to establish strong stakeholder relationships • Work with team members to find innovative and achievable solutions • Actively promote a strong Health and Safety culture 	
<p>enter text.</p>	
<p>Natural Resources Strategy and Policy Development and Delivery</p> <ul style="list-style-type: none"> • Experience in leading and managing environmental monitoring and restoration projects • Experience in water monitoring functions/testing • Working with external stakeholders to provide support and advice to external agreements/strategies and policies that impact Taupo Waters • Delivery of environmental projects • Manage Consent and Application processes as they relate to the RMA • Lead the development and implementation of a culture that values environmental protection and sustainability 	
<p>enter text.</p>	

Presenting and Communicating Information

- Communicates clearly and fluently
- Expresses opinions, information and key points of an argument clearly
- Makes presentations and undertakes public engagements with skill and confidence
- Responds quickly to the needs of an audience and to their reactions and feedback
- Projects credibility

enter text.

Collaboration

- Places a strong emphasis on anticipating, identifying and responding to the needs of internal and external parties
- Monitoring relationships and resolving critical issues promptly
- To consult with statutory bodies, resource users, interest groups, Regional and District Councils and Central Government.

enter text.

Section Two – Required Knowledge, Skills and Experience

In addition to the competencies, we are seeking a person with a particular set of **knowledge, skills and experiences** to carry out the functions of this role. They are: -

- Experience working with Iwi.
- Experience in Resource Management.
- Excellent written, oral, communication and analytical skills.
- Reliable and able to work independently.
- Strong relationship management and networking skills.
- Strong interpersonal skills and enjoy contributing to a positive and productive team environment.
- Current Full NZ Drivers Licence

To further support your application please rate yourself on a scale of 1 - 10 (10 being the highest) on each of the three areas below, and provide an example(s) of when you have demonstrated this in the past (i.e. in work/personal/education setting).

A relevant tertiary qualification in science or RMA related fields	Rating (1 lowest – 10 highest)
enter text.	

Relevant technical experience in working with Maori Environmental Projects / issues	Rating (1 lowest – 10 highest)
enter text.	

A track record of delivering successful projects and knowledge of project management methodologies, milestone reporting and project costings	Rating (1 lowest – 10 highest)

enter text.	
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Strong communication, facilitation and interpersonal skills, with the ability to communicate well across a wide range of audiences and establish strong working relationships	Rating (1 lowest – 10 highest)
enter text.	

Section Three - Administration

3.1 References

Please provide us with the names and contact details of three people two of whom at least should be previous employers if you have a work history, who we can contact who will be able to supply us with details about your suitability for this role.

Please Note: we will not contact any of your references unless you proceed to the interview stage and without discussing this with you first.

Referee 1

Name	
Work relationship to you	
Preferred Contact Phone No:	
E-mail Address:	

Referee 2

Name	
Work relationship to you	
Preferred Contact Phone No:	
E-mail Address:	

Referee 3

Name	
Work relationship to you	
Preferred Contact Phone No:	
E-mail Address:	

3.2 Additional Information

Are you legally entitled to work in New Zealand? (i.e. as a citizen/permanent resident/holder of a current work permit)	Yes / No
Do you have a current NZ driver's licence?	Yes / No
Have you been convicted of any offence against the law within the last 10 years or do you have any criminal charges pending? (apart from minor speeding or parking offences). If yes , please give details of the offence below:	Yes / No
Do you have an injury or illness that may affect your ability to perform the duties of this job? If yes , please give details of the medical condition:	Yes / No

Have you ever been subject to any form of disciplinary action with a previous employer which may or may not have been resolved through a confidential settlement agreement? If yes, please give details:	Yes / No

3.3 Authority to Approach Referees

I consent to the Tuwharetoa Maori Trust Board (TMTB) seeking verbal or written information on a confidential basis about me from representatives of my previous employers and/or referees and authorise the information sought to be released by them to the TMTB for the purposes of ascertaining my suitability for the position for which I am applying. I understand that the information received by the TMTB is supplied in confidence as evaluative material and will not be disclosed to me. I also understand that TMTB will not make any contact with my previous employers and/or referees unless I reach the interview stage and without discussing this with me first.

Signed: _____

Date: _____

3.4 Authority Vetting of Personal Suitability

I give my authority to be vetted by the New Zealand Police in the event that I am considered suitable for appointment to the position advertised.

Signed: _____

Date: _____

3.5 Declaration

I hereby declare that I have read the Privacy Act statement (below) and I am aware of my rights under the Privacy Act 1993. I declare that to the best of my knowledge, the information supplied in this application and in the curriculum vitae provided is correct and I understand that if any false or deliberately misleading information is given, or any material fact suppressed, I will not be accepted, or if I am employed, my employment agreement will be terminated. I therefore certify that all information is correct and no information has been omitted.

Signed: _____

Date: _____

The Privacy Act 1993

The information which you supply on this application form is solely to assess your suitability for employment with TMTB. Failure to complete all sections truthfully will render this application invalid and should you have been successful in your application, may be grounds for dismissal. This information will be held in TMTB personnel files. No information will be disclosed to third parties without your authorisation, except as required by law. Information on unsuccessful candidates will be confidentially destroyed after 1 week. You have the right to view your personal information held by TMTB in the presence of a Manager and you may request correction if necessary.